

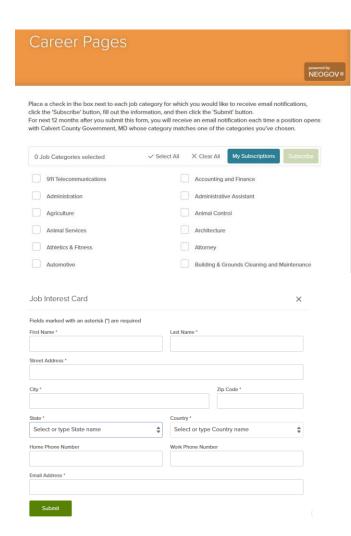
## Applicant User Guide – Job Interest Cards

Welcome to Calvert Online Recruitment and Employment (CORE). Follow the steps below to submit a **Job Interest Card** for a position that is currently not being advertised.

The Department of Human Resources is available to assist you Monday through Friday, 8:30 a.m. to 4:30 p.m. EST. Please call 410-535-1600 ext. 2401 or 2359, or email recruitment@calvertcountymd.gov.

## Go to www.calvertcountymd.gov/employment





Place a check in the box next to each job category for which you would like to receive email notifications, and fill out the required information in the **Job Interest Card** section below, then click the **Submit Request** button at the bottom of the page.

For the next 12 months after you submit the form, you will receive an email notification each time a position opens with Calvert County Government whose category matches one of the categories chosen. We'll also send you a reminder email in 11 months to give you an opportunity to extend your notifications for another year.

- Should your email address change, you will need to repeat this process.
- Please note: Some categories may not be applicable for Calvert County Government.
- The Department of Human Resources recommends checking the website frequently, in addition to completing the Job Interest Card. The job interest card is a tool in your job search you are still responsible for checking our website and submitting an application.

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